

TYNDALL HELPING AGENCIES PROGRAMS 2000 -2001



TABLE

Agency	Page
FOR MORE INFORMATION	2
BEHAVIORAL SCIENCE CLINIC	3
CHAPLAIN SERVICE	4
CHILD DEVELOPMENT CENTER	5
FAMILY ADVOCACY	5
FAMILY SUPPORT CENTER	7
HEALTH AND WELLNESS CENTER	13
SECURITY FORCES SQUADRON	15
STAFF JUDGE ADVOCATE	16
YOUTH PROGRAMS	17

FOR MORE INFORMATION

AGENCY	LOCATION	PHONE #	HRS/DAYS OF OPERATION
Alcohol and Drug Abuse Prevention Treatment Program (ADAPT)	1305 Suwannee Road	283-7511	7:30am-4: 30pm, Monday-Friday
Behavioral Science Clinic	1305 Suwannee Road	283-7511	7:30am-4: 30pm, Monday-Friday
Chaplain Service	206 Suwannee Road	283-2925	7:30am-4: 30pm, Monday-Friday
Demand Reduction	852 Mississippi St	283-4908 -7251	7:30am-4:00pm, Monday-Friday
Child Development Center	1410 Mississippi St	283-4747	6:00am-5: 30pm, Monday-Friday
Family Advocacy	1305 Suwannee Road	283-7272	7:30am-4: 30pm, Monday-Friday
Family Support Center	721 Suwannee Road	283-4204	7:30am-4: 30pm, Monday-Friday
Health and Wellness Center	1307 Suwannee Road	283-3826	7:00am-5:00pm, Monday-Friday
Security Forces Squadron	659 Suwannee Road	283-2451	7:30am-4: 30pm, Monday-Friday
Staff Judge Advocate	662 Suwannee Road, Base Support Center	283-4681	7:30am-4: 30pm, Monday-Friday
Youth Center	3223 Saber Drive	283-4366	9:00am-6:00pm, Monday-Friday 12:00am-6:00pm, Saturday

TYNDALL HELPING AGENCIES PROGRAMS

The following pages are brief narrative descriptions of programs grouped under the individual agencies that offer them. If you have any questions or desire more information about a specific program, contact the agency that offers it. The following is not intended to be a comprehensive description of agencies' programs and/or services.

PROGRAM NAME

NARRATIVE DESCRIPTION

BEHAVIORAL SCIENCE CLINIC

LINKS Briefing	This is a suicide prevention and intervention program given to all squadrons and first duty station supervisors, commanders, and first sergeants. Information is given about suicide, signs and symptoms of risk factors, policies, and procedures to follow.
Depression Management	This program is given to all personnel with a clinical diagnosis of depression.
Hostage Negotiations	Provides advice and support to Security Forces, OSI and on-scene commanders to help resolve the situation.
Psychological Crisis	Provides preparation for treatment of casualties' response team.
Critical Incident Stress Program	To increase awareness of stress reaction debriefing, critical incident debriefing, defusing demobilization and prevent possible negative impacts of traumatic stress and to assist the participation in restoring adaptive social as well as occupational functioning.
Random Drug Testing	A prevention and deterrence program for the use and abuse of illicit drugs.
First Duty Station Briefing	Provides information on drug and alcohol policies and components of substance abuse and responsible drinking to airmen and lieutenants who are new to the Air Force and Tyndall AFB.
Airman Leadership School	Provides information on drug and alcohol policies and components of substance abuse and responsible drinking to senior airmen who will be supervisors.
ROTC Cadet Briefing	Provides information on drug and alcohol policies and components of substance abuse and responsible drinking to cadets who will be officers.
Status of Discipline Briefing	Provides information to commanders and first sergeants about the drug-testing program, changes in policy and procedures, and information and status about abuse/misuse of alcohol and drugs.
Alcohol and You	Monthly alcohol education briefings presented at the Wellness Center.

SART	Substance Abuse Reorientation Treatment program.
Psychological Testing	Provides psychometric measures in diagnosis, assessment, identification of psychopathology, and helps providers in their treatment.
Individual and Group	Provides guidance in areas of interpersonal psychotherapy interactions or self-esteem problems to help facilitate healthy communication.
<u>CHAPLAIN SERVICE</u>	
Kids' Club	Ecumenical religious education program for children ages 6 to 10. Held at Chapel 2 (across from billeting) each Wednesday, from 1445 to 1745 during the school year.
Catholic and Protestant Religious Education	Religious education and spiritual development focusing on specific spiritual needs for all age groups.
Protestant Women of the Chapel (PWOC) and Catholic Women of the Chapel (CWOC)	Organizations for Christian women of the chapel to foster fellowship and support. Offers Bible studies, social work, retreats, fellowship and service projects for the community.
Protestant and Catholic Choirs	Musical and instrumental expressions of relationship with God and one another designed to foster a deeper sense of community. Opportunities are available for youth, teens, adults and men. We also have a handbell choir.
Bible Study	Many Bible studies offered on base for spiritual development. Ages range from kindergartners through senior adults.
Commanders/1st Sergeants Luncheon	Chapel sponsored luncheon for commanders and first sergeants to allow for fellowship and to address relative issues.
Seasonal Religious Events	Thanksgiving, Christmas, Easter, National Prayer Luncheon and many other religious events for the Tyndall community to enhance and celebrate their faith.
Lay Leadership Development (Volunteer Programs)	Providing service, development and communal opportunities for laity involvement. Involves ages 7 through senior adults.
Pastoral Counseling	Confidential counseling provided for personal, family/marital, work related, and religious issues. Chaplains possess "privileged communications."
Worship (Rites Ordinances and Sacraments)	Variety of worship opportunities to meet the needs of a pluralistic religious community. Protestant and Catholic services offered, others arranged as needed.

Fellowship Events

Chapel-sponsored fellowship/social events designed to strengthen chapel community.

CHILD DEVELOPMENT CENTER

“Give Parents A Break”

This program offers eligible parents a few hours break from the stresses of parenting. Parents may use this time to suit their personal needs. Air Force Aid Society will pay the cost of having the Tyndall Child Development Center open one or two times a month for families referred to the program. Families using the center will not be charged for the care or child registration fees for the program.

Weekly Care Program

Child Development Center provides developmentally appropriate care for ages 6 weeks through 5 years, up to 50 hours a week, on a contract basis.

Enrichment Program

Part-day care: 3 hours per day, 5 days a week, for 3-5 years old.

Share-A-Slot

Two families may share a contract weekly or enrichment slot.

Hourly Care Program

Hourly care available for 6 months through 5 year olds.
Reservations are required.

Family Child Care

Licensed family day care providers provide care for children 4 weeks through 12 years. Very flexible hours are available. Childcare can be tailored to the specific needs of the family.

FAMILY ADVOCACY

Exceptional Family Member Program

Is a DoD mandated program for all ages. Assists dependent family members with confirmed special needs, i.e., special education considerations, unique medical requirements or other similar needs. EFMP helps locate and utilize resources in the Air Force and civilian community.

New Parents Support Program	A program designed to provide support and education to expectant parents and parents with children 0-3 years of age. Services are provided in the clinic or in the home by a team composed of a Licensed Clinical Social Worker, Registered Nurse and a Program Assistant.
Family Maltreatment Intervention	Is designed to identify, assess, report, and provide therapy for active duty members and their families, referred due to maltreatment (child abuse and/or domestic violence), and to arrange for other necessary medical, and non-medical services for the military member, and their dependents
Anger Control Classes	Adults. Identification and management of anger problems.
Breast Feeding Education	Monthly class designed to increase knowledge and self-confidence by focusing on the how and why of breast-feeding.
Couples Communication	Adults. Communication enhancement and conflict resolution in relationships.
Common Sense Parenting	Parenting education program for all parents.
CHOICES	Youth. "Life Skills" development program.
Family Advocate Monthly Newsletter	This informative newsletter contains stress management and parenting tips, a "family calendar section" and the upcoming Family Advocacy class schedule. To be put on the mailing list, email sheri.ward@tyndall.af.mil
Fatherhood Classes	A workshop that explores with "New Dads or Dads To Be" the changes in expectations and roles that fatherhood brings. Practical "how to"; Baby, Couple and Family care information, and a great opportunity to get those questions you have answered
Preparation For Parenthood	Babycare basics, family integration.
Stress Management	Adults. Identification and reduction of stress.

FAMILY SUPPORT CENTER

Am I Going Too?

Puppet show for children of preschool and elementary school age designed to describe some of the common perceptions children have about the moving process. Models good family communication techniques to help children TALK A LOT to their folks about their feelings on moving. Held at the Child Development Center.

Bay County Job Fair

Employers from all over Bay County will be on hand to provide job information and take applications. Held in conjunction with Florida Jobs and Benefits Center.

Best Beginnings

An Air Force Aid Society layette type test program designed to provide information and resources for parents with new babies from birth to 1 year. Each participating Air Force family receives a layette and a book "Your Baby's First Year." Presenters include the Family Support Center, Family Advocacy, and the American Red Cross.

Blended Families: When Families Come Together

Did you know that 1300 new stepfamilies (Blended Families) are formed every day? These relationships fail at the rate of two out of three and the number-one cause of divorce in remarriages is child rearing. Learn how to protect your blended family from being a part of these statistics. This seminar is for those who are: planning to marry or remarry and one or both of you already have children; you are married and have children from a previous relationship who visit or live with you full-time; or, you are a grandparent raising grandchildren

Budgeting Skills

This class teaches skills associated with developing and maintaining an individual or a family budget, including financial goal setting and attainment.

Car Care Because We Care Program

Assists first-term airmen assigned here as their first duty station as a one-time assist. Spouses of active duty member's deployed/TDY for 30 days or more are also eligible. The program provides free routine vehicle preventive maintenance, to include an oil/filter change, lubrication and vehicle safety checks. On occasion, additional required repairs or services may be identified during the course of the preventive maintenance check. In such cases, the customer is encouraged to return to the FSC to discuss an interest-free loan with the Air Force Aid Society Officer.

Computer Resource Center	Available in the Computer Resource Center are self-assessment tools, software to prepare resumes and applications for Federal employment, Job Service of Florida computerized job bank, which provides a link to actual job opportunities, internet resources, and a library of career related information. Also available on the Personal Finance computer is the self-paced, interactive personal finance lesson series titled "Financial Fitness" Lessons include budgeting, banking, investing, fixing problems, buying insurance, using credit wisely, relocation finances, and more.
Careers in Aviation	This class will focus on all aspects of employment in the field of aviation, including accessing the job market and dynamic resume writing
Careers in Law Enforcement	What a day in the life of a corrections officer is like. Makes attendees aware of requirements, demands and remuneration and is presented by a State Representative from the Bureau of Corrections.
Careers in Real Estate Workshop	A career outlook at a typical day in the life of a realtor.
Careers in Trucking	What a day in the life of a truck driver is like. Makes attendees aware of requirements, demands and remuneration, and is presented by an experienced representative of the trucking industry.
The Wise Use of Credit	This class identifies how credit can be used as a positive money management tool. Areas covered include debt ratio, computation and guidelines, credit reports, and more.
Crisis Assistance, Information & Referral, and Follow-up	Individual interviews to help you determine your needs, and refer you to the right resource.
ELF Program	This program uses the e-mail system as a means of communication for families separated due to a remote or extended TDY. The spouses can use the computers in the Family Support Center to send and receive e-mail from the service member.
Family Readiness Briefing	This is a mandatory briefing to be attended within 60 days of being assigned to a mobility position.
First Touch Welcome	Designed to provide a personal welcome to all newly assigned military members during initial in-processing, provide a 5-10 minute overview of services of immediate needs, and invite members to visit and use the Family Support Center

Florida Jobs and Benefits Representative

Assistance in the job market on a local and state level, resume and cover letter critique, assistance with job search and interview techniques, sources of assistance, and other labor related subjects. Information and referrals involving Department of Veteran Affairs and Department of Labor matters.

General H. Arnold Education Grant Program

The centerpiece of the Air Force Aid Society's education initiatives, this grant program is competitive in its need-based selection criteria, uniquely tailored to recognize the proper weighing of family income and education factors. Selected dependents and spouses of active duty, retired, deceased AF members, retired Reservist over age 60, or Title 10 Reservist on extended active duty, receive \$1,500 for the freshman year of college and \$1,000 every year after, up to the senior year.

Give Parents a Break

This program offers eligible parents a few hours break from the stresses of parenting. Parents may use this time to suit their personal needs. Air Force Aid Society will pay the cost of having the Tyndall Child Development Center open one or two times a month for families referred to the program. Referrals are made by: the Commander, First Sergeant, Chaplain, doctor/medical professional, Family Advocacy, Family Support Center, or the Child Development Center. This should not be looked upon as free childcare, but rather as a program for families who are experiencing unique and short-term stresses.

First Term Airmen Course PFMP

This mandatory program provides money management information for all first-duty-station enlisted personnel new to Tyndall. Spouses are welcome and encouraged to attend.

Financial Education (II)

This mandatory program provides money management information for newly commissioned first duty station officers and all E-4's and below for whom Tyndall is a second or subsequent duty station.

Happy Landings – Spouse Orientation

A special briefing designed for spouses new to the Tyndall area presented during the Newcomers' Orientation.

Waiting Spouses Support Group

Spouses of military members who are deployed, TDY or remote meet to share ideas, offer support and provide input to the Family Support Center for planning programs to best meet their needs.

Hearts Apart Morale Call Program

Information is provided on upcoming programs, classes, and events offered by the Family Support Center and other base agencies through our Hearts Apart Newsletter. These mail outs go to the families who are separated by a remote assignment or an extended TDY.

Home Ownership/Renting	Evaluates the considerations in the house renting vs. house buying decision.
How to Buy an Auto	This class presents useful information on things to consider when you're in the market for a new or used auto.
How to Get Out of Debt	This class offers proven strategies for relieving the burden of over-indebtedness. Power -paying and negotiating with creditors are among the topics discussed.
Investment Principles	This class provides basic information regarding alternative investment mediums. Areas covered include: plan, financial assessment, debt liquidation, savings, investment considerations, investment types, dollar-cost averaging, and professional management.
Key Personnel Briefing	A briefing to acquaint all key personnel with the programs and services available at the Family Support Center.
KidCare Photo ID	A picture is worth a thousand words if your child becomes lost or missing. With the KidCare Photo ID, your family will learn child safety tips and receive an official, standardized KidCare Photo ID of your child for FREE.
Kids/Teens on the Move	A workshop designed to encourage kids and teens to talk about their feelings, address change, ask questions and gain information about stress as it relates to relocating. The program teaches them to work together as a family unit. Held at the Youth Activities Center.
Marketing Yourself for a Second Career	Everything about effective job searching in the private sector presented annually by The Retired Officers Association. Open to NCOs, officers, and spouses.
Military Spouse Day	A special day to recognize and salute Air Force spouses for their countless contributions and sacrifices in support of the defense of our country. To publicly show support and gratitude to Tyndall military and civilian spouses, a variety of activities are planned by base organizations.
Hearts Apart Newsletter	Information is provided on upcoming programs, classes, and events offered by the Family Support and other base agencies. These newsletters are sent to families who are separated by a remote assignment or extended TDY.
Hurricane Awareness Briefing	This briefing is primarily for spouses of members who are deployed, on an extended TDY, or on a remote assignment. This briefing provides good ideas for building an individually tailored evacuation plan. Plan ahead, and be prepared if evacuation orders are given.
Moving Without the Sponsor	Information to family members who will be going through the relocation process alone. Not sure what to do? We will help!

National Family Week	A family-oriented program to convey the recognition and support military families deserve for their valuable contributions in support of military members carrying out the Air Force mission.
One-On-One Deployment Interview	This service is mandatory for all service members with orders to a remote assignment, TDY or deployment. Spouses are encouraged to attend.
Pre-Retirement/Separation Briefing	This briefing is designed to provide information to those retiring or separating from the military. Topics include: legal issues, federal job opportunities, Family Support Center services, relocation information, health care benefits, survivor benefits, financial concerns, employment assistance, and veterans affairs information. Spouses are encouraged to attend. Reservations are required.
Respite Care Program	The intent of this program is to provide a “break” of a few hours a week or a month to active duty Air Force families who have the responsibility of 24-hour care for an ill or disabled family member. This person may be a child, a spouse or a parent living in the household. Referral for respite care is through the Family Advocacy office.
Resume Workshop	This workshop assists members in preparing a resume’. Bring your diskette and supporting documentation, and after the workshop you should have a complete and polished resume!
Retirement Planning	This class presents investment options for retirement planning. Areas covered are government benefits, life insurance, estate planning, and more.
Scholarship Resource Network	The SRN is sponsored by the Airmen Memorial Foundation. It gives applicants access to a network of portable financial aid and scholarship information. As a student looking for financial aid, take the time to complete the SRN application. Use the code booklet as a stimulus. In order to be eligible for the greatest number of awards, begin research for financial aid 10-16 months before the beginning of the academic year of interest.
Self-Empowerment for Women	To provide tools for women to get to know themselves better and to inspire them to enthusiastic action in setting personal goals and making time for themselves.
Single Member Readiness Briefing	This is a mandatory briefing to be attended within 60 days of being assigned to a mobility position.

Smooth Move Workshop	This workshop brings together many of the agencies involved in your relocation. Presentations and a question/answer session will allow you to gain valuable information. Participating agencies include: TRICARE, lodging, TMO, accounting and finance, base housing, legal, etc. Topics covered are: travel pay, military and civilian entitlements, claims filing, clearing base housing, assignment location information and resources, and more.
Spending Plans	Learn how a spending plan can help you achieve your financial goals and provide you security and independence.
Sponsor Training	Ensures that newly assigned sponsors are aware of responsibilities, relocation issues, and agencies available for inbound support and assistance.
Spouse Employment Counseling	One-on-one appointments are available to provide assistance with self-assessment, career exploration, and resume' review.
Understanding Credit Reports	This class explains the purpose of credit reporting agencies and specifics about credit reports: how to read them, how to improve them, and how to challenge them.
Time Management	If you find yourself unorganized, with more to do than you have time for, then this 2-hour class is for you.
Transition Assistance Workshop	A 3-day workshop covering a wealth of information for those leaving the military. Topics include: analyzing skills, setting personal goals, starting the job search, résumé writing, interview skills, VA benefits, and much more! If you are leaving the military within the next 180 days, this workshop is for you! Spouses are encouraged to attend. Reservations are required.
Volunteer Orientation	Thinking of becoming a Tyndall volunteer? Topics include: professional aspects of volunteering, volunteer rights, relating volunteer experience to future paid employment, and selecting an agency, volunteer position, and more.
Vo-Tech Loan Program	This program provides educational incentive loans to spouses and children of active duty airmen and officers enrolled in vocational-technical programs. The focus of these incentive loans is on the completion of certificate programs, which increase student employment opportunities.
Veterans and TRICARE Benefits Briefing	This program provides members transitioning out of the military and their families with important information about VA benefits. It will also provide attendees with a clear understanding about TRICARE and what to expect when leaving active duty service.

Video Tele-Conferencing (VTC)

This program works in conjunction with the morale call program, but adds a personal touch. The program allows families a visual contact during their conversation on the telephone.

Women Veterans Benefits Briefing

This briefing provides information on all VA services available to women veterans with emphasis on health care benefits. Active duty females are encouraged to attend this class. This class is open to any female who has served in any branch of the military, whether retired, separated, or on active duty.

HEALTH AND WELLNESS CENTER**Cycle Ergometry**

This is the official Air Force Program for assessing the cardiovascular fitness of active duty members at Tyndall. Six individual cycle ergometry stations provide a private setting; this reduces distraction and provides an optimal assessment environment and valid annual fitness procedures. Personalized fitness programs are available through consultation with our exercise physiologist for those wishing to improve their aerobic fitness.

Stress Management Classes

Available through the Family Advocacy Division of the Behavioral Science Department. Improve your ability to deal with the stress of everyday living! These workshops are led by a Social Worker and are open to everyone, from those experiencing severe stress-related disorders to potentially stressful life events. Group sharing and discussion are highly encouraged. Individuals will be given practical exercises and homework to practice life-changing skills. Lesson content included identifying positive and negative stress, physical effects of stress, predicting stressful events, and developing positive, realistic thinking towards life events. Participants will learn helpful tools for managing stress including relaxation training, “self talk” and assertiveness training (expressing feeling and opinions in ways that minimize stress with others).

“What’s Cooking” Culinary Kitchen

Our “*dream*” kitchen provides a well equipped facility for healthy cooking demonstrations. We’ll teach you quick, easy, and tasty substitutions for high-fat foods. Guest chefs come from a variety of unexpected settings; including Vice Wing Commanders and Group Commanders! Let us know if you may be interested in doing a cooking demonstration using your favorite low-fat recipes.

Lifestyle Enhancement

A certified massage therapist provides 30 minute and one-hour massage by appointment on Tuesdays and Thursdays. Call the Fitness Center at 283-2631 for an appointment. Prices are \$20 for 30 minutes and \$35 for one hour.

Therapeutic Massage Chair

A great way to massage kinks and stress out of your life! Thirty-minute FREE appointments are available Mondays, Wednesdays and Fridays so you can kick back and listen to some soothing music. Call 283-3826 for information and/or an appointment.

Cardiovascular Room

20 pieces of aerobic equipment including stationary bicycles, rowers, body-trek, treadmills, Nordic Track 900 ski-machine, and a stairclimber are available to help you build your cardiovascular endurance. Anyone over 18 years of age may use this equipment, but our primary focus is helping those not currently involved in fitness programs get started.

**Tobacco Cessation
Program/Nicotine Addiction Program**

The “*Quit Smart*” Program. This behavior modification program is facilitated by health care providers and consists of four 1-hour sessions to help people kick the tobacco/nicotine habit. The program reports those who attend this program are more successful in quitting than national statistics for similar programs. Participants will learn the harmful effects of tobacco on the body. Physiological, psychological, and behavioral addictions to tobacco will be addressed along with relapse prevention, relaxation training, and guided imagery. Participants are eligible to receive a prescription for the Nicoderm patch or ZYBAN.

Micro-Fit

This is a scheduled 1-hour appointment that gives you an overview of your personal level of physical fitness. It includes a health risk appraisal that assesses personal health risk factors and lifestyle habits, and a physical fitness component that assesses the following: strength and flexibility measurement, body composition analysis (using skin fold calipers), and cardiovascular fitness (using an 8-10 minute sub-maximal bicycle evaluation). The evaluation provides an analysis of modifiable lifestyle habits, exercise prescription and other recommendations that will maximize your state of wellness.

Fitness Formula Class

This is a 90-minute class taught by our Exercise Physiologist and is held on the first and third Wednesdays of each month from 1300 - 1500. Topics covered are: American College of Sports Medicine guidelines; The FITT (Frequency, Intensity, Time and Type) Principle: Target Heart rate and how it relates to exercise; and the customer's goals, limitations, and current exercise regimen. There is a limit of 15 per class. Call 283-3826 to register.

Cybex Equipment Demonstration

This is a 2-½ -hour class designed to help an individual become familiar with strength conditioning principles and equipment. Focus is to customize each machine to the individual. Proper technique and form are stressed along with sequencing and scheduling. Class is held every Thursday starting at 9:30 am. Call 283-3826 to register.

SECURITY FORCES SQUADRON**Drug Abuse Resistance**

Offers an education program in the classroom to Drug Abuse Resistance Education prevent or reduce drug abuse, violence, and gang involvement among children and youth. Grades K-5.

Ident-A-Kid

Co-sponsored with the Family Support Center. Program provides parents with valuable information concerning their children in the event the child should ever become missing. Provides fingerprints, photo, and questionnaire pertaining to each child. All ages.

McGruff

Utilizes "McGruff" the crime dog to assist in providing crime prevention awareness education to the base populace and local community. All ages.

Courtesy Inspections

These inspections are provided as a service to base populous, and only to registered vehicle owners. The owner of the vehicle should have either purchased, or had the vehicle returned to his/her control no more than 14 days prior to the date of the request. Ages 6 and older.

Dog Demonstrations

Offers the general base populace and general public an opportunity to see first-hand the capabilities of the Military Working Dog. All ages.

Bomb Dog

Provides local law enforcement agencies within 125 miles of Tyndall support during bomb threat situations. Local Police Departments.

Quarters/Vehicle Security Checks

These periodic checks are provided as service to base residents while they are on leave. Adults.

Vehicle Lock-Outs

This service is provided to base vehicle operators whenever they are locked out of the privately owned vehicle. Ages 16 and older.

STAFF JUDGE ADVOCATE**Legal Assistance**

The Legal Assistance program is designed to provide legal information and services to military members and family members along a broad spectrum of issues regarding personal civil legal matters such as estate planning, leases and landlord tenant, family law matters, and consumer contracts. For those legal issues outside our parameter of service, our office also makes referrals to the local bar referral service. Powers of attorney are available 0900-1400, Monday-Friday. Legal assistance is available by appointment Monday, Tuesday and Friday. Walk-in service is available for active duty members and their family members on 1430-1500, Wednesdays.

Law of Armed Conflict

This is recurring training for military members that reinforce their knowledge of proper conduct during times of conflict and war. Emphasis is centered on identifying participants in conflict, understanding the purposes and foundations of LOAC, and recognizing various international symbols under the Geneva Convention. Briefings are coordinated with the legal office and squadron commanders.

Family Readiness Briefing

This is a program designed to prepare military members for deployment situations. Wills, powers of attorney and the Soldiers and Sailors Civil Relief Act are the main areas of discussion. The object of this briefing is to make sure members are thinking about planning in advance for situations that may arise while they are deployed. Briefings are coordinated through the Family Support Center.

**Victim Witness Assistance
Coordinator**

This program ensures the rights and sensitivities of victims and witnesses to crimes are respected, preserved, and protected. Victims and witnesses are sometimes lost or overlooked in the pursuit of prosecuting the perpetrator of a crime. Both have rights granted by statutory authority. Whether it is protection from an accused person or compensation for a crime, this program is the focal point for action. The legal office established contact with victims when alerted to the commission of an offense.

Claims Assistance

This program provides a means for military members and authorized civilians to claim for loss or damage incident to military service. It includes damage caused by military and civilian employees acting within the scope of their employment, to other personal property damage resulting from a PCS move to vandalism and in some circumstances on base loss or damage resulting from natural disasters. Claims service is provided by appointment only; walk-in claims will be accepted in emergency situations. Appointments are scheduled for Monday, Tuesday and Wednesday only.

Tax Assistance

This program provides active duty military members, retirees, and family members the opportunity to file taxes electronically. Volunteer representatives and the legal office are available to assist in the preparation of basic tax forms and provide electronic filing. Hours and volunteer names are released each tax season

YOUTH PROGRAMS**School Age Program**

Designed to meet the needs of families with school age children. Program consists of Before and After School Care, Full Day Care during Winter, Spring, and Summer breaks. Provides safe, comfortable, age-appropriate, and fun alternative to being a latch key kid.

Teen Programs

A wide variety of activities are offered to teens, between the ages of 13-18. Keystone Club, Teen council, TRAIL Congressional Award Program, Operations Night Hoops, WNBA, and field trips just to name a few. Programs that are offered incorporate social, recreational, teamwork, and citizenship skills to enhance the teens self image.

Power of Choice

For teens an opportunity to explore the challenge of making positive choices in a complicated world. Offered on a recurring basis in conjunction with FAO.

Sports & Fitness Program

The program offers a wide array of organized recreational sports activities for youth to help develop desirable physical skills both in team and individual sports. Major focus is to ensure sports program is fun for youth and is conducted to encourage continued participation by youth regardless of their athletic ability.

Open Recreation Program

This program for youth ages 6 years through 18 or first through twelfth grades. The center provides a safe place to learn and grow, through offering numerous life enhancing activities and character development experiences. Inspire and enable young people to realize their full potential as productive, responsible and caring citizens.

Instructional Program

A variety of instructional classes such as martial arts, gymnastics, piano, and tennis are offered to help develop skills in special interests areas.

Community Center

Community Center programs offer variety of adult classes and activities to include it's own house band. Serves as point of contact for Tops In Blue and base wide events such as Heritage Day our annual 4th of July celebration.